

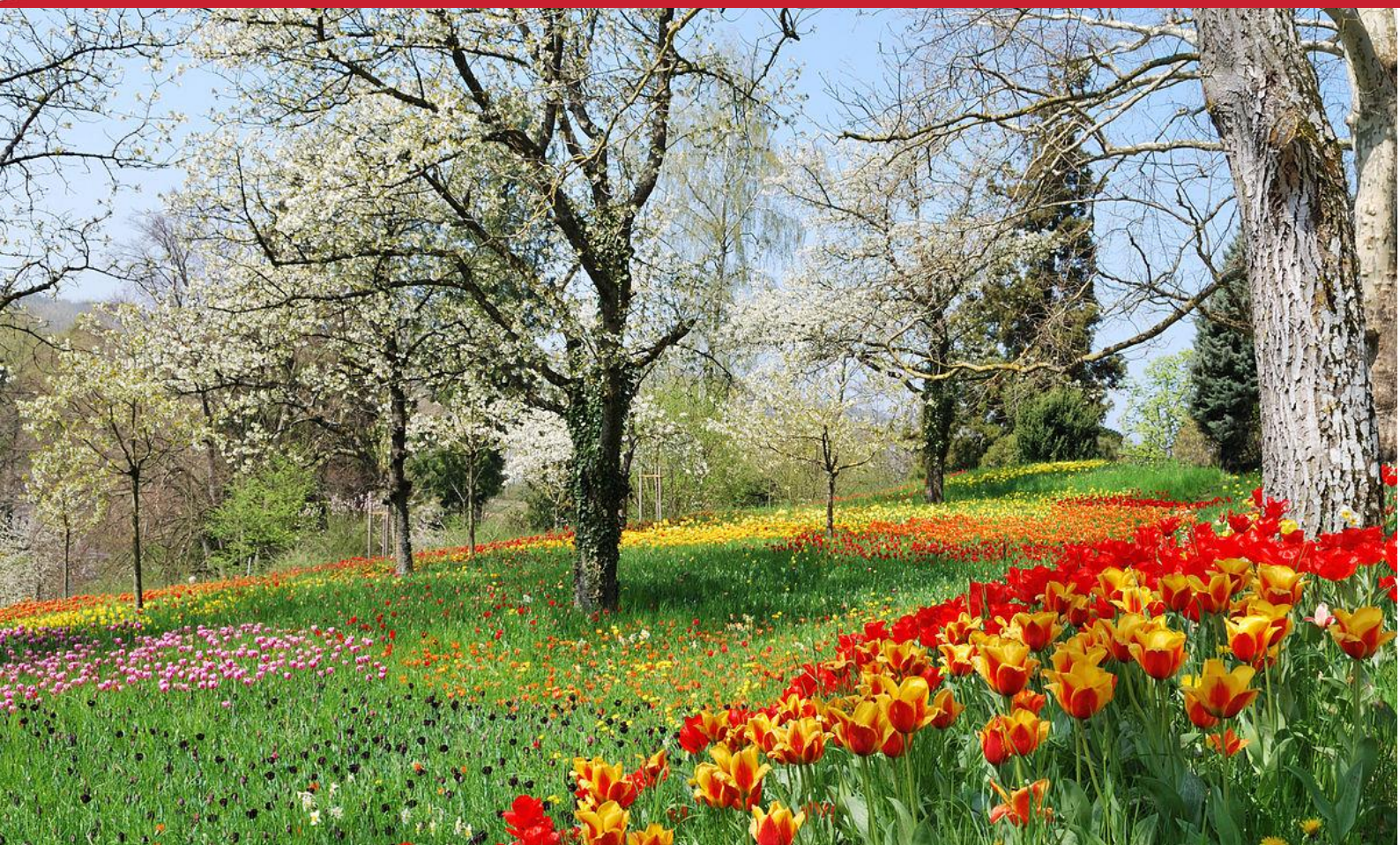
FOUTH QUARTER

Program Year 2020

April 29, 2021, 10:30am

Board Meeting

Lancaster County Health Department, Lower Level
Room 212/213/214, 3131 O Street, Lincoln, NE, 68510
or via Zoom: <https://lincolnne.zoom.us/j/6899253335>



**Empowering Nebraskans to achieve economic independence
and thrive in work and life
in partnership with local employers.**

ACCOMMODATION NOTICE

The Workforce Innovation and Opportunity Act is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participation in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

Leirion Gaylor Baird, Mayor

BOARD MEMBERS

Tim Bornemeier
Fiserv
Chairperson

Ashley Krajewski
Fiserv

Leon Holloway
Duncan Aviation

Jessica Greenwald
INSPRO

Sherla Post
Cornhusker Bank

Dr. Paul Illich
Southeast Community College

Vi See
Community Action Partnership of
Lancaster and Saunders Counties

Matt Scott
North Central States Regional Council of
Carpenters

Vacant

Carol Swigart
Hillaero Modification Center
Vice Chairperson

Rod Armstrong
AIM

Stephanie Ponce
Third Generation Builder

Juan Breucop
inExhaust – Innovative Exhaust Solutions

Josh Redfield
Nebraska Department of Labor

Jessica Bergmann
Nebraska Vocational Rehabilitation

Connie Daly
Nebraska Commission for the Blind and
Visually Impaired

Steven Jones
Lincoln Central Labor Union

Julie Panko Haberman
Lincoln Electric System
Secretary

Jane Goertzen
Crete Carrier Corporation

Randy Sterns
IBM

Diane Temme Stinton
TMCQ, Inc.

Bryan Seck
Lincoln Partnership for Economic
Development

Ron Kaminski
Laborers International Union of North
America #1140

Chris Callihan
IBEW Lincoln Union #265

Joanne Pickrel
Goodwill Industries

STAFF

Dylan Wren
Workforce Administrator

Jen Eloge
Fiscal Agent

Kate Bolz
Mayor's Office

Andy Huls
One Stop Operator

Margaret Blatchford
Attorney's Office

Cherisa Price-Wells
Regional Director

Amber Knapp
Project Director

Shirley Carlson
Compliance Coordinator

Wendy Sieler
Workforce Program Coordinator

There are 24 members. Quorum for this meeting is 13.

Agenda

April 29, 2021, 10:30 AM

Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510

Tim Bornemeier, Chair
Leirion Gaylor Baird, Mayor

- | | |
|--|---|
| 1. Call to Order | Tim Bornemeier |
| 2. Roll Call | Julie Panko Haberman |
| 3. Notice of Publication/ Open Meetings Act - Page 5 | |
| 4. Approval of Minutes* - Page 5 | Tim Bornemeier |
| 5. Announcements - Page 9 | |
| 6. Board Contracts & Budget (Executive Committee authorized to review & approve the following contracts during their May meeting) – Page 9 | |
| a. A/DW Contract* | |
| b. OSO Contract* | |
| c. Youth Contract* | |
| d. AJC Site Selection* | |
| e. PY21 Budget* | |
| 7. Nelnet - Incumbent Worker Training* – Page 9 | Jason Rieber/ Jessica Schumacher |
| 8. Lincoln Manufacturing Council - Customized Training* – Page 9 | Bryan Seck |
| 9. Leadership Lincoln Nomination* – Page 9 | Jessica Bergmann |
| 10. Pathways 2 Home Grant* – Page 13 | |
| 11. Contract Management/ Monitoring* – Page 14 | Shirley Carlson/ Rod Armstrong Rod Armstrong |
| 12. Extension: Needs Related Payments* – Page 23 | |
| 13. Dislocated Worker Transfer* – Page 24 | |
| 14. MOU/Annual Funding Agreements* – Page 25 | Dylan Wren Lisa Dobson |
| 15. Directors Survey Results | |
| 16. American Job Center Best Practices | |
| 17. Upcoming Meetings - Page 30 | Tim Bornemeier |
| 18. Chairperson's Remarks | |
| 19. Public Comment/ Adjournment | |

* voting by roll call required

3. Notice of Publication/ Open Meetings Act

Published April 22, 2021 in the Lincoln Journal Star

The Greater Lincoln Workforce Development Board will meet on Thursday, April 29, 2021 at 10:30 a.m. at the Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510. The public may also attend the meeting via Zoom: <https://lincolnne.zoom.us/j/6899253335>. The agenda will be kept continually current and is available for public inspection at the principal office at 555 South 10th Street, Suite 361, Lincoln, Nebraska and online at: <https://app.lincoln.ne.gov/city/mayor/workforce/index.htm>. Agenda items will include operations report, selection of service providers, relocation of the American Job Center, authorization of customized training/incumbent worker training funds, transfer of Dislocated Worker funds, MOU's, policy revision, website redesign, and monitoring review/corrective action plans.

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4. Approval of Minutes

A draft was sent to the workforce board on February 10, 2021 and is posted on the board's webpage.

Meeting Minutes – Workforce Board

Thursday, January 28, 2021

Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510

or via Zoom: <https://lincolnne.zoom.us/j/6899253335>

8:30 AM CST

1. CALL TO ORDER:

Chair Tim Bornemeier called the meeting of the Greater Lincoln Workforce Development Board is called to order at approximately 8:30. on Thursday, January 28, 2021.

2. ROLL CALL:

For the purposes of establishing a quorum, Julie Panko Haberman performed a roll call. A quorum was established with 20 board members present.

Present (20):

Tim Bornemeier

Ashley Krajewski*

Bryan Seck*

Carol Swigart*

Chris Callihan*

Connie Daly*

Dr. Paul Illich*

Jane Goertzen*

Jessica Bergmann*

Jessica Greenwald*

Joshua Redfield
Julie Panko Haberman*
Leon Holloway*
Randy Sterns*
Rod Armstrong*
Ron Kaminski*
Sherla Post*
Stephanie Ponce*
Steven Jones*
Vi See*

Absent (4):
Diane Temme Stinton
Joanne Pickrel
Juan Breucop
Matt Scott

*Present via Zoom.

Deb Andersen, Workforce Administrator, Nebraska Department of Labor*
Dylan Wren, Workforce Administrator, City of Lincoln
Jen Eloge, Fiscal Agent, City of Lincoln
Kate Bolz, Mayoral Aide for Economic Development
Lisa Boyd, Wichita State University*
Lori Loseke, Equus Accountant*
Margaret Blatchford, Attorney, City of Lincoln*
Marguerite Himmelberg, Southeast Community College*
Mike Smith, The Bay/Rabble Mill*
Paul Dunn, Dynamic Workforce Solution*
Shauna Smith, Nebraska Department of Labor*
Shayne Pearson, DESI*
Terri Leisten, Dynamic Workforce Solution*
Travis Beck, Department of Health and Human Services*
Wendy Sieler, Workforce Program Coordinator, City of Lincoln*
Yvette Montes Jung, State Monitor, Nebraska Department of Labor*
Andy Huls, One Stop Operator, Equus
Cherisa-Price Wells, Regional Director, Equus*
Amber Knapp, Project Director, Equus

*Present via Zoom.

3. NOTICE OF PUBLICATION:

Julie Panko Haberman read the Notice of Publication. Adequate legal notice of this meeting was published in the Lincoln Journal Star on January 8, 2021 and was posted on the City of Lincoln's website and on the Board's webpage. Let the record reflect that the notice was published in accordance with the open meeting law requirement. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from the administrative staff.

4. APPROVAL OF MINUTES*:

Tim directed the board and members of public to the July 30, 2020 and October 29, 2020 meeting minutes. All members received the minutes for review on January 6, 2021. Tim asked if there were any corrections to be made to the minutes. No corrections were recommended. Tim asked for a motion from the Board to approve the July 30, 2020 and October 29, 2020 meeting minutes. Moved by Chris Callihan, seconded by

Joshua Redfield. Members indicated unanimous approval by voice vote and the motion passed approving the minutes.

5.ANNOUNCEMENTS:

Tim welcomed new board members Joshua Redfield of Nebraska Department of Labor, Bryan Seck of Lincoln Partnership for Economic Development, Stephanie Ponce of Third Generation Building and Juan Breucop of InExhaust.

Tim thanked and said goodbye to City of Lincoln staff Alyssa Martin and Tom Lannin.

Alyssa Martin has accepted a position in the private sector. Alyssa's ongoing commitment to workforce is appreciated. She has strongly advocated for the American Job Center. Her attention to detail, work ethic, and enthusiasm for the work will be missed.

Tom Lannin has been filling the Fiscal Agent position on a temporary basis. Tom has done his work with dedication and his accounting knowledge has been a great help. We appreciate his service and wish him the best in the future.

Tim welcomed new City of Lincoln staff Kate Bolz, Jen Elodge and Wendy Sieler.

Kate Bolz is the new Mayoral Aide for Economic Development. Kate recently represented District 29 in Lincoln in the Nebraska Unicameral since 2013. She served as Vice Chair of the Appropriations Committee, and was a member of the Retirement Committee, Executive Board, Children's Commission, and Oversight Committee on Corrections.

Jen Elodge has been hired as the new Fiscal Agent. She comes to us with a career in the United States Air Force where she took on various accounting and human resources roles. More recently, she has worked for the Nebraska Department of Administrative Services. Jennifer has a master's degree in Acquisitions and Contracts from Bellevue University. This position has traditionally focused on bookkeeping. The new permanent position of the fiscal agent will be broader in scope and encompass program specific elements.

Wendy Sieler has joined the administrative team. Her position is new, and it is part of the Mayor's Department. She will assist with quality assurance, technical guidance, and board support. Most recently, Wendy was the state monitor for the Nebraska Department of Labor. Prior to that she provided board support for the Greater Nebraska Workforce Development Board.

6.On-the-job Training Testimony – Norfolk Iron & Metal Co.

Carolie Owens from Norfolk Iron & Metal Company presented on her positive experience providing On-the-Job Training through WIOA. Coralie is a board member of the Local Area V Workforce Development Board for Southeast KANSASWORKS Inc. Her company, Norfolk Iron and Metal Company in Emporia, Kansas utilizes on-the-job training funds on a routine basis.

7.Consent Agenda Items

7a.*MOTION – Implementation of NEworks Fiscal Module*

Dylan updated the board on the Implementation of NEworks' Fiscal Module and the requirements for the service provider, Equus. These requirements included:

Advanced Individual Funds Tracking Module

All payments, client vouchers, individual funding limits, and client budgets will be managed in the NEworks Advanced Individual Funds Tracking Module. This will create a platform where information can be readily verified prior to a payment authorization. It will also increase transparency and accountability, and it will

allow career advisors to track payments. The Administrative Entity will work with Equus to establish operating procedures.

NEworks Billing Packets

Career planners must upload all documentation associated with a request for payment in NEworks. The Administrative Entity will work with Equus to establish operating procedures.

NEworks Predictive Reports

Monthly request for reimbursement must be accompanied with predictive reports for each active quarter and program.

7b.*MOTION – Policy Revision – Accessibility + Equal Opportunity and Non-Discrimination

Dylan Wren updated the board on the Policy Revision: Accessibility + Equal Opportunity and Non-Discrimination.

The proposed edits include:

- Combined the EO and Non-discrimination policy with the Grievance and Non-criminal Complaint policy
- Changed how the policy was written from a third-party perspective with directions to the Board to actual action steps on what to do.
- Added specific language for using NEworks and ECM for documenting and storing information.
- Added the One Stop Operator responsibility for maintaining the EO complaint log.
- Added information on the collection and storage of medically sensitive information.
- Added prohibition on retaliation and intimidation to the policy.
- Added Equal Pay and Executive Orders to the list in the Assurances section.
- Added reference to the Appeals policy and deleted appeals information in this policy.
- Deleted prohibitions under the Grievance section and referenced all the prohibitions at the beginning of the policy.
- Updated the EO is the Law poster per the NDOL example.
- Added the language options page with the phone number for the AJC

7c.*MOTION - Policy Revision - Appeals Procedures for Program Participants*

Dylan updated the board on the Policy Revision - Appeals Procedures for Program Participants*

The proposed edits include:

- Updated contact information for NDOL based on their current policy.
- Modified the time frame for responses for NDOL based on their current policy.
- Changed the reference to WIOA staff to Career Planners.
- Minor grammar/spelling corrections.
- Added the language options page with the phone number for the AJC.

7d.*MOTION - Policy Revision - Rapid Response*

Dylan updated the board on the Policy Revision - Rapid Response.

The proposed edits include:

- Definition of when Rapid Response services must be delivered;
- Identifies points of contact for required notifications and actions; and
- Specifies service provider role and responsibilities.

7e.*MOTION - Level of Performance for PY20 & PY21*

Dylan updated the board on the Level of Performance for PY20 & PY21. The Nebraska Department of Labor (NDOL) has completed negotiations with the US Department of Labor for state performance levels for Program Years 2020 and 2021. Tim Bornemeier, Alyssa Martin, and Dylan Wren negotiated the following levels of performance on September 15th.

Tim asked if there was a motion from the board to approve all consent agenda items. Moved by Rod Armstrong, seconded by Ashley Krajewski. The motion passed by roll call vote 18-0.

8.American Job Center Relocation

Tim asked Carol Swigart to give an update on the relocation of the American Job Center. Carol stated that the committee received four proposals and conducted site visits for two of those proposals. Carol stated that the process is ongoing, and the committee has not yet determined if one of the two proposals would meet the local area needs. Carol said that she hoped to have an update by the next board meeting. Tim noted that some of these decisions may need to be taken on by the Executive Committee to due to timeline constraints.

9.Website Update

Tim asked Connie Daly to give an update on the website redesign. Eight proposals were received and seven were reviewed by the committee. Interviews will be conducted to determine which vendor best fits the local area needs. A recommendation will be prepared for the Executive Committee's February 25th meeting.

10. Strategic Initiatives Committee

10a. Vision Initiatives*

Tim asked Jessica Bergman to provide an update on the new vision statement. After much discussion and input from board members, admin staff and Mayoral Aids, a vision statement was carefully written to inspire meaning for all Nebraskans. Dylan and Tim thanked everyone who provided input to help create the new vision statement.

The Strategic Initiatives Committee proposed that the Greater Lincoln Workforce Development Board adopt: "Empowering Nebraskans to achieve economic independence and thrive in work and life in partnership with local employers" as their vision statement.

Tim asked if there was a motion from the board to adopt the vision statement: "Empowering Nebraskans to achieve economic independence and thrive in work and life in partnership with local employers." Moved by Carol Swigart, seconded by Vi See. The motion passed by roll call vote 18-0.

11.Compliance & Accountability Committee

11a.*MOTION Contract Management

Tim asked Rod Armstrong to provide an update on Contract Management.

Rod explained that the service provider contracts for the Adult, Dislocated Worker, and Youth Programs for Program Year 2020 are failing on almost every front, and no substantive progress has been made in the last six months. The local area is failing performance, enrollment goals, active caseload goals, direct aid to customers goals, and ensuring that casefiles and funded activities are audit ready. Rod pointed out all the areas where goals are not being met and provided data to show that. Trends are presented in prior program years as well.

Rod noted that these are not unrealistic performance goals because other local areas are meeting them. Rod said the most issue he was most concerned with, low direct aid percentages. Program files are in disarray. There have been three meetings with the service provider, Equus to discuss these issues. for a corrective action plan but there is no clear evidence that is has helped.

Inaccurate files are common and disallowed/questionable cost are a concern. The current contract funds a Quality Assurance Coordinator. There are specific job duties required of the position to ensure accurate and quality documentation/case files. There is little evidence that this position has completed these tasks in a substantial way.

Rod discussed the failed Business Services Position. Despite ongoing requests to the Equus Regional Director and Project Director to understand how this role is supporting the WIOA Title 1B programs, little evidence is available to show that this position has created or supported the development of work-based learning opportunities in our community.

The City of Lincoln's compliance coordinator provides detailed technical support to the Equus Team on a weekly basis. Technical support has included eligibility, case management, supportive services, outreach, needs related payments, and other policy related topics. In addition, there is a weekly meeting with the Equus Team and the Administrative Team to discuss and solve issues. These meetings have been ongoing for the last year. Guidance on how to run predictive performance reports has been provided on 9/16/2020 and 12/2/2020. Expectations and concerns have been clearly conveyed at these meetings and are supported in email correspondences and memos.

The City of Lincoln continues to perform fiscal monitoring, monitoring of case files, and working with Equus on corrective action plans.

The Compliance and Accountability Committee proposes that the Greater Lincoln Workforce Development Board implement the following actions:

Recommendation #1

The workforce board requests that Equus Workforce Solutions make a reduction in staff for the Youth Program. The caseload for the first part of the year is stagnant. The program is underperforming and is over-staffed. At this point a second career planner is not justified. This action could allow more funds to be available for direct aid to customers. Per the current active caseload, there is room to add 23 more participants before maximizing a single career planner.

Recommendation #2

The workforce board requires that Equus Workforce Solutions provide written justification and actions that have been or will be taken to make the quality assurance coordinator and business services representative accountable.

Recommendation #3

Effective January 30, 2021, the workforce board will only fund short-term training for the remainder of the program year, which ends June 30, 2021. All individual training accounts (ITA's) signed before January 30 will be honored. This will increase the quality of enrollments and ensure we enter the next PY with a small caseload that we can manage. This could also improve outcomes—jobs customers obtain in the short term would count towards this year's performance.

Recommendation #4

Additionally, the workforce board requires that a total file review be completed, and a written summary of actions taken be submitted.

A response from Equus for the above-mentioned items must be submitted to the administrative entity no later than February 3, 2021.

Tim thanked the committee for their work on these issues. Tim Bornemeier, Dylan Wren, Kate Bolz, Cherisa Price-Wells met prior to the board meeting to discuss these issues. Tim pointed out that this conversation occurred prior to last three board meetings with no clear action taken.

Cherisa thanked the work of the committee and stated that she recognizes these significant challenges and agrees with recommendation of the committee. Equus will implement these recommendations. Cherisa noted improvement in December direct aid expenditures and a positive impact on some performance but recognizes they have a way to go. Cherisa stated that Equus is now hiring for their Business Services position.

Amber Knapp gave some updates on an increase in direct aid expenditures for December. Amber discussed what has been done and continues to be done to increase enrollments. She also discussed the possibility of renting space at the mall to conduct youth outreach. Amber discussed the file reviews that she and her team are working on.

Tim asked if there a motion from the board to implement the discussed actions. Moved by Ron Kaminski, seconded by Sherla Post. The motion passed by roll call vote 18-0.

11b.Request for Proposals – Service Provider Contracts*

Tim asked Dylan to provide an update on Request for Proposals – Service Provider Contracts. Dylan discussed the three upcoming Requests for Proposals for the Adult/Dislocated Worker, Youth and One Stop Operation provider. Dylan reviewed the draft timeline with the board. Tim suggested that members to spearhead this process, should come from the Compliance and Accountability Committee.

Draft Timeline

Release RFP – February 8, 2021

Review Proposals – March 15, 2021

Make Recommendation to Board – April 29, 2021

Implementation – July 1, 2021

Tim asked if there was a motion from the board to release request for proposals (RFPs) for all WIOA services. Moved by Carole Swigart, seconded by Chris Callihan. The motion passed by roll call vote 17-0.

12.Updates

Tim asked Dylan to share some updates with the board.

The proposals for the Strengthening Community Colleges Grant & H-1B One Workforce were not selected by the United States Department of Labor. Dylan provided updates to the board on the effectiveness & continuous improvement project with Wichita State University. The American Job Center saw a decrease in walk-in traffic.

Enrollments and exits running low for the Dislocated Worker and Youth programs. The Adult program is meeting contract goals. Dylan also noted enrollments are good, but we also wanted to see exits because that means people are getting jobs.

Dylan provided a financial overview. He noted that there are currently many pending obligations for participants. He also noted that the Equus team is actively working to improve “measurable skills gain” and have already seen a significant percentage improvement on that. A success story was submitted by a YESS program participant and was included in the meeting packet.

13.Upcoming Meetings

Tim discussed upcoming meeting dates. The next meeting is an Executive Committee Meeting on February 25th, 2021 at 10:30am, same location (Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 or via Zoom: <https://lincolne.zoom.us/j/6899253335>).

14.CHAIRPERSONS REMARKS:

PUBLIC COMMENT:

Tim asked if there was any public comment for the Greater Lincoln Workforce Development Board. No public comment was provided.

15.ADJOURNMENT:

*MOTION

Tim asked if there was a motion to adjourn the meeting of the Greater Lincoln Workforce Development Board. Moved by Julie Panko Haberman, seconded by Chis Callihan.

The meeting of the Greater Lincoln Workforce Development Board was adjourned at 9:36 a.m. Thursday, January 28, 2021.

5. Announcements

Board Photos – City Communications will be taking photos of each member for the new website. Sign-up times will be shared with the group via email and during this meeting.

6. Board Contracts & Budget*



It is proposed that the workforce board authorize the Executive Committee to review and approve the following contracts/budgets during their May meeting:

- 6A - Adult & Dislocated Worker Programs (July 1, 2021 – June 30, 2023)
- 6B - Youth Program (July 1, 2021 – June 30, 2023)
- 6C - One Stop Operator (July 1, 2021 – June 30, 2023)
- 6D - American Job Center Site Selection
- 6E - PY21 Budget (July 1, 2021 – June 30, 2022)

7. Nelnet - Incumbent Worker*



It is proposed that the workforce board provide incumbent worker training funds to Nelnet by covering 50% of the cost of training. The employer will be responsible for contributing 50% of the training cost. The contribution is not to exceed \$95,000.00.

8. Lincoln Manufacturing Council – Customized Training*



It is proposed that the workforce board provide customized training funds to the Lincoln Manufacturing Council by covering 50% of the cost of training. The employers will be responsible for contributing 50% of the training cost. The contribution is not to exceed \$24,000.00.

9. Leadership Lincoln Nomination*

<https://www.leadershiplincoln.org/>

Leadership Lincoln engages individuals from diverse backgrounds by providing them with the knowledge, experiences, skills, and leadership tools that prepare them to become effective leaders within the community.



It is proposed that the workforce board nominate and sponsor Andy Huls, One Stop Operator to Leadership Lincoln.

10. Pathways 2 Home Grant*



March 11, 2021

Melissa Abdullah
Grant Officer
FOA-ETA-21-02 Pathway Home 2
Employment and Training Administration
U.S. Department of Labor
200 Constitution Ave. NW
Washington, D.C. 20210

RE: Pathways Home 2 Grant

Ms. Abdullah:

The Greater Lincoln Workforce Development Board is pleased to offer this letter of commitment to Equus Workforce Solution's Pathways Home 2 Grant proposal.

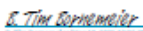
We are extremely excited to be a partner on this grant. We are committed to supporting those formally involved with the justice system to successfully re-enter our community. **The Workforce Board intends to contribute up to \$81,828.00 in leveraged resources for this proposal.** The workforce board is scheduled to vote April 29, 2021 on the following initiatives:

- Make available the entire PY21 budget for Transitional Jobs for this project, which is estimated to be \$44,328.00
- Dedicate 15 On-the-Job Trainings for this project, estimated at \$2,500 each for a total of \$37,500.00.

Additionally, the workforce board commits to assisting individuals access basic career services in the American Job Center resource room including registration in the State's Labor Exchange Market: NEworks and referrals to local partners and resources.

Please accept this letter as the workforce board's commitment to participate in this project as needed and outlined in the proposal. Thank you for considering this proposal.

Sincerely,


By: Tim Bornemeier Date: 03, 2021 12:04 (371)

Tim Bornemeier
Workforce Board Chair

Cc: Jessica Bergmann, Strategic Initiatives Committee Chair
Kate Bolz, Policy Aide, Mayor's Office
Dylan Wren, Workforce Administrator
Jen Eloge, Fiscal Agent



555 South 10th Street, Suite 301 • Lincoln, NE 68508
(402) 441-7117



It is proposed that the workforce board make available transitional and on-the-job training funds for the Pathways 2 Home Grant as identified in the letter of support.

11. Contract Management/Monitoring*

Details on monitoring, enrollments, and performance are provided in length below.



The Compliance and Accountability Committee proposes that the Greater Lincoln Workforce Development Board require a corrective action plan from Equus to ensure that bills are paid correctly, including all supporting documents, prior to submission for payment.

A meeting with Equus staff and the City's Fiscal Agent and Compliance Coordinator has been set to re-review the checklist of items needed when submitting bills with a goal towards minimizing future findings. However, it is recommended that this be listed as one of the action steps needed on a (CAP). The December 2020, January 2021 and February 2021 reviews

Prepared by Shirley Carlson, Compliance Coordinator

Financial Reviews: Financial reviews were completed for May 2020 (\$899.64 in Findings), December 2020 (over \$15,436 in Findings), January 2021 (over \$13,449 in Findings) and February 2021 (over \$52,298 in Findings). In addition, Equus responded to the findings and areas of concern from the October 2019, February 2020, March 2020, April 2020, May 2020, July 2020 and August 2020 reviews. Many of the findings in those reports were resolved successfully but there were still areas that became disallowed cost and were or are in the process of being credited back to the appropriate programs. All the PY20 financial reviews requested by the Board have been completed and the current reviews are now occurring with the submission of the monthly billing statements.

A meeting with Equus staff and the City's Fiscal Agent and Compliance Coordinator has been set to re-review the checklist of items needed when submitting bills with a goal towards minimizing future findings. However, it is recommended that this be listed as one of the action steps needed on a Corrective Action Plan (CAP). The December 2020, January 2021 and February 2021 reviews show that findings are increasing rather than decreasing despite the number of reviews that have been done and feedback that has been provided to Equus. Therefore, it is felt that a formal CAP is needed to show what will be done (with time frames) to decrease the findings that are occurring.

Case Files: The issues with participant files, originally identified in November 2020, are still in the process of resolution. Equus hired a Performance Analyst to assist with their internal reviews and to work with staff on making corrections. In addition, their QA staff changed their work hours to have more flexibility in time available to work on files and reports. To date, Equus reports that all active Adult and Dislocated Worker files have been reviewed. However, they have informed us that action is still needed to affect all of the required corrections. They expect these actions to be completed by the end of April 2021 and will then make the file reviews that they have done available to City staff, including the Compliance Coordinator. This information was shared on 4-12-21. Youth file reviews have not been addressed with City staff. The Equus QA specialist resigned in March and the position has not been filled; assistance has been received through the Equus corporate office to assist in completing the file reviews. Equus states that another result of the reviews has been a significant increase in Adult file closures for those who were either not receiving services or were no longer in need of services (Adults: 43 closures YTD). The procedures currently in place are of a temporary nature. It is recommended that Equus provide a CAP to address how they will address the issues that have arisen on a long-term basis.

Attached are the reviews completed this quarter.

Financial Review Report
Prepared by Shirley Carlson, Compliance Coordinator and Jennifer Eloge
For February 2021 Billing

On April 8, 2021, Jennifer Eloge, Fiscal Agent, and Shirley Carlson, Compliance Coordinator, met virtually to review financial documentation for ledger items submitted for the February 2021 WIOA billing by Equus. During the review, it was found that additional information is needed to avoid disallowed cost. It is requested that Equus provide any additional information no later than May 15, 2021. If information is not received within that time frame that supports removing the cost or allowing for more time to provide documentation, then the cost will be disallowed and appropriate correction to the ledger entries will be needed.

Findings:

Finding #1: [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 1-25-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #2: Adult [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 1-25-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #3: AD [REDACTED] has a support service for LES in February 2021. Budget documentation is from September 2020 stating she was attending OST. The activity list provided shows both OSTs as closed prior to February 2021; one was system closed on 10-19-2020 and the other voided on 9-29-20 (neither has an actual begin date but case notes indicate that the participant did attend Custom Diesel). The only active service is 125 Job Search and Placement Assistance with a begin date of 1-11-21 and projected end date of 2-15-21; the activity still shows as open on 4-5-21. However the case note for 4-1-21 shows that the file is to be exited. Support service opened on 2-8-21 is for "other" and so not sure if this is for the NRP rather than utility assistance. Verified job search assistance documented on 2-9-21 & 2-26-21. Additional documentation is needed to support this payment of \$222.69.

Finding #4: AD [REDACTED] has a support service for mileage reimbursement of \$366.10 for attending Custom Diesel in Omaha from 10-19-20 through 11-13-20; certificate from the school is dated 11-30-20. The activity list provided shows both OSTs as closed prior to February 2021; one was system closed on 10-19-2020 and the other voided on 9-29-20 (neither has an actual begin date but case notes indicate that the participant did attend Custom Diesel and there is a statement from them showing attendance for the dates concerned). It appears a correction of record (COR) was submitted but no change has occurred with the activities in NEworks. Without showing an active service, approved COR for this time frame, and documentation on why mileage was allowed outside of the time frame on the Service Authorization and school schedule (11-16-20 through 11-24-20), this amount will become a disallowed cost.

Finding #5: AD [REDACTED] has a bill of \$661.00 for glasses, sunglasses and contact lens but there was not open activity at the time to support the purchase. Date of service on the invoice is 12-07-20. Client signed as receiving the optical wear as of 12-24-20. Supportive Service activity for medical was opened on 12-30-20 and closed on 2-11-21. These dates are not supportive of the activity. Without additional documentation, this will become a disallowed cost.

Finding #6: AD [REDACTED] for tuition and fees at NE Health Care Learning Center was done on a Service Authorization rather than an ITA voucher for \$313.94. An ITA funding agreement was completed and the activity is listed as 300 OST and Med Aide is on the ETPL. Documentation provided for the activity does not show an actual begin date. Auto receipt shows the class was paid for as of 2-1-21 but class was not to start

until 4-15-21. No documentation showing that the participant actually started class. Without appropriate supporting documentation, this will become a disallowed cost.

Finding #7: AD [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 2-8-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #8: AD [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 1-25-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #9: AD [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 2-8-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #10: AD [REDACTED] submitted for mileage reimbursement for \$191.20, \$239.00, and \$71.70. Documentation for activities shows that activity 181 SS Transportation and 300 OST do not have actual begin dates and there is no other confirmation showing that the participant is actually attending school to verify the mileage used. Without other supporting documentation, this will be a disallowed cost.

Finding #11: Adult [REDACTED] supportive service for welding equipment for \$554.34 has nothing showing what items are required for the class. There is an email from the school showing where to buy items, but nothing showing it is needed. Without supporting documentation, the cost \$554.34 will be a disallowed cost.

Finding #12: Adult [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #13: AD [REDACTED] has a LES bill for \$216. Instead of a full budget being provided, an "Overall Budget Summary" was given. This does not show what is included in the amounts and there are no comments helping to explain negative balances. Especially considering problems with budgets in the past, we are concerned with the limited information this summary provides. In addition, the 184 Support Service—Housing activity, 185 Support Service Other, and the 300 OST activity on the list provided, do not show actual begin dates. Projected begin dates for the support services are prior to the OST projected begin date. Also, there is no documentation on how the participant will be able to handle this bill in the future. Without additional supporting documentation, this will become a disallowed cost.

Finding #14: AD [REDACTED] has a rent assistance bill for \$690 for the March rent rather than the February rent when the bill is being paid. Instead of a full budget being provided, an "Overall Budget Summary" was given. This does not show what is included in the amounts and there are no comments helping to explain negative balances. Especially considering problems with budgets in the past, we are concerned with the limited information this summary provides. In addition, the 184 Support Service—Housing activity, 185 Support Service Other, and the 300 OST activity on the list provided, do not show actual begin dates. Projected begin dates for the support services are prior to the OST projected begin date. Also, there is no documentation on how the participant will be able to handle this bill in the future. Without additional supporting documentation, this will become a disallowed cost.

Finding #15: DW [REDACTED] has a rent assistance bill for \$1,030 for the March rent rather than the February rent when the bill is being paid. Instead of a full budget being provided, an "Overall Budget Summary" was given. This does not show what is included in the amounts and there are no comments helping to explain negative balances. Especially considering problems with budgets in the past, we are concerned with the limited information this summary provides. Also, there is no documentation on how the participant will be able to handle this bill in the future. Without additional supporting documentation, this will become a disallowed cost.

Finding #16: AD [REDACTED] for auto repairs does not have a customer signature on the billing notice submitted to show that the work was done; no other receipt type documentation was found. Instead of a full budget being provided, an "Overall Budget Summary" was given. This does not show what is included in the amounts and there are no comments helping to explain negative balances. Without additional documentation, the amount of \$2,467.60 will become a disallowed cost.

Finding #17: OSY [REDACTED] for ITA Heartland Dental program for \$4000.00 was paid before supposed class start date of 04/2021 (no specific date). Also, many of the application documents are not filled in. No activity list was provided. Please provide information that member started in February. Without supporting documentation, the cost of training (\$4000) will be a disallowed cost.

Finding #18: OSY [REDACTED] has a Support Service paid of \$391.34, but only \$320.30 was signed for by the participant. Without supporting documentation of receipt for the remaining amount, the cost of \$71.04 will be a disallowed cost.

Finding #19: OSY [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #20: No worksite agreements were provided for Adults [REDACTED] and [REDACTED]. Without this documentation, the time sheet information cannot be verified and the funds expended would become disallowed costs.

Areas of Concern:

AOC #1: The Mileage Reimbursement Pre-Authorization Form rounds the projected total daily miles to the nearest whole number. This results in either a lower projected cost or a higher one depending on the rounding. It is recommended that, to avoid disallowed costs for going over on mileage reimbursement, the form be modified to account for the actual mileage to be reimbursed.

AOC #2: The Service Authorization for AD [REDACTED] has the funded activity of 181. However, in checking NEworks, there is no 181 activity that is listed. Please be sure to get that activity opened and appropriately closed.

AOC #3: For Supportive Services for housing and utilities, staff should be working with the participants on how they will be able to meet those expenses in the future. This documentation was not found in the majority of the documentation for those types of payments. The Service Provider needs to ensure that this is documented in case notes and provide verification of this for all future reviews in order to avoid disallowed costs. Also, there are no proof of payment for these supportive services.

AOC #4: Questions for follow up on back up information. Please explain what is Splashtop remote and purpose? Please remember that proof of payment is needed on both corporate and local items. Please, if using ledger to prove payment, include a statement like: I (insert name) confirm these items/services were paid and received. (date). What is deep freeze software? What is purpose of footrest? These may be a finding but need more information.

AOC #5: Because of the new system of rounding on the time sheet hours, Adult WEX [REDACTED] went over his 8 hours on one day (8.33 hours). Please consider going back to rounding to the quarter hour or watching the time more closely so that participants do not exceed their hours of work.

Financial Review Report
Prepared by Shirley Carlson, Compliance Coordinator and
Jennifer Eloge, Fiscal Agent
For January 2021 Billing

On March 29, 2021, Jennifer Eloge, Fiscal Agent, and Shirley Carlson, Compliance Coordinator, met to review financial documentation for ledger items submitted for the January 2021 WIOA billing by Equus. During the review, it was found that additional information is needed to avoid disallowed cost. It is requested that Equus provide any additional information no later than April 13, 2021. If information is not received within that time frame that supports removing the cost or allowing for more time to provide documentation, then the cost will be disallowed and appropriate correction to the ledger entries will be needed.

Findings:

Finding #1: Adult [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 1-11-21. Without supporting documentation, the cost of training (\$5,660.50) will be a disallowed cost.

Finding #2: Adult [REDACTED] does not have an actual begin date on the documentation provided for his class at SCC and there is no documentation showing that he did start training. His class was to be held on 12-05-21. There is also no confirmation on payment or signature for receipt of a book. Without supporting documentation, the cost of training (\$106.78) will be a disallowed cost.

Finding #3: DW [REDACTED] had \$192.23 paid for support services for utilities. The overview of the account shows that amount due but the bill submitted is for just \$85.05. It appears the wrong bill was submitted as the one for \$85.05 states only December on it. Without appropriate documentation, this will become a disallowed cost.

Finding #4: ISY [REDACTED] has a case note that a voucher was submitted on 7-24-2020 for the \$200 incentive for this participant's LPN license. This billing also identifies the incentive is for licensing as a LPN that was effective 11-2-20. Additional documentation is needed to support that a previous incentive was not already received.

Finding #5: OSY [REDACTED] for supportive services for supplies, does not show a class schedule or other documentation confirming that she is actually taking the class for which the items are needed. Without additional documentation, the cost of \$139.43 would be disallowed.

Finding #6: OSY [REDACTED] does not have an actual begin date for his OST at JTL on the documentation provided and there is no documentation showing that he did start training. His class was due to start 1-11-21. Without supporting documentation, the cost of training (\$5660.50) will be a disallowed cost.

Finding #7: OSY [REDACTED] was authorized parking passes for work experience at the AJC; however, NEworks work experience activity submitted does not have an "actual begin date" to confirm when passes could be authorized. If this is not corrected and supporting documentation provided, the \$12.50 would be a disallowed cost.

Finding #8: AD [REDACTED] has time sheets submitted for his OJT but no copy of the Worksite Agreement to show time frames and hours allowed. Without this additional documentation, the payment of \$1,620 would be a disallowed cost.

Finding #9: OSY [REDACTED] has time sheets submitted for his WEx but no copy of the Worksite Agreement to show time frames and hours allowed. Without this additional documentation, the payment of \$80 would be a disallowed cost.

Finding #10: AD [REDACTED] has no driver's license; documentation provided is just a state ID card. However, the billing submitted of \$24.20 is for mileage reimbursement. Documentation shows he is using someone else's vehicle but not that someone else is driving for him. Without documentation of a valid driver's license for this time frame, the mileage reimbursement will be a disallowed cost.

Areas of Concern:

AOC #1: The Mileage Reimbursement Pre-Authorization Form rounds the projected total daily miles to the nearest whole number. This results in either a lower projected cost or a higher one depending on the rounding. It is recommended that, to avoid disallowed costs for going over on mileage reimbursement, the form be modified to account for the actual mileage to be reimbursed.

AOC #2: The Service Authorizations have a block for an expiration date. For two of the support services for Paugels, this block was not filled in. The Service Provider is reminded that all forms need to be completed fully and accurately. In both cases the purchases were timely so this is not a finding. However, continued failure to provide this information on the form could result in a finding in the future.

AOC #3: For Supportive Services for housing and utilities, staff should be working with the participants on how they will be able to meet those expenses in the future. This documentation was not found in the majority of the documentation for those types of payments. The Service Provider needs to ensure that this is documented in case notes and provide verification of this for all future reviews in order to avoid disallowed costs. In addition, there should be proof of payment for these supportive services.

AOC #4: Noted that Equus changed from rounding to quarter hours for time sheets to now using minute calculations to the decimal. When changes like this are established, it would be helpful to notify the Fiscal Agent.

AOC #5: Consistency in the use of forms is important to ensure that all of the correct information is provided. In the case of AD [REDACTED], even though the WEx did not start until mid-January 2021, an old time sheet is being used instead of the current bi-weekly form. Please ensure that all staff are using the current forms.

Financial Review Report for May 2020 Billing
Prepared by Jennifer Eloge, Fiscal Agent and Shirley Carlson, Compliance Coordinator
March 23, 2021

On March 23, 2021, Jennifer Eloge, Fiscal Agent, and Shirley Carlson, Compliance Coordinator, met virtually to review financial documentation for ledger items submitted for the May 2020 WIOA billing for the Adult, Dislocated Worker (DW), and Youth programs and WIOA staff personnel costs from Equus (formerly ResCare Workforce Services).

There were several findings and areas of concern that arose from this review. They are identified below. Equus is required to respond on or before April 7, 2021 to the findings and areas of concern with additional documentation and/or a plan of action where required. If information is not received within that time frame that supports removing a questioned cost or allowing for more time in which to provide documentation, then the cost may be disallowed and appropriate correction(s) to the ledger entries and invoice bill will be needed.

Findings and Potential Disallowed Cost:

Finding #1: Adult [REDACTED] has three mileage reimbursement for \$87.50 for a total of \$262.50. There is no budget or proof that the individual has SNAP. If supporting documentation is not provided, this will result in disallowed costs.

Finding #2: ISY [REDACTED] was submitted for \$545 for CNA and books. There is no proof of dates of class or class schedule. In addition, the support service agreement is for 2020, while budget was for 2019. This was

opened as a 430 Occupation Skills activity, however, there is no approved Board contract with this training provider and no evidence of partner training. If supporting documentation is not provided, this will result in disallowed costs.

Finding #3: [REDACTED] has a bill for car repair of \$72.38 to replace a tire. There is no explanation on why the tire was replaced to show it was a repair vs. preventative. If supporting documentation is not provided, this will result in disallowed costs.

Finding #4: [REDACTED] has a bill for automotive \$354.64. There are not two estimates, a COA, proof of need, documentation on his driver's license, car registration, etc. As well as the situation not being documented in the case notes on these repairs.

Areas of Concern:

Area of Concern #1: In reviewing the projected budgets submitted in support of need for supportive services and other costs, it was noted that the majority were not completed properly. This included errors such as not totaling either the income or expenses and not transferring the appropriate information in order to obtain a net amount, not entering all appropriate information, not completing the comments block, etc. It is again recommended that training be held with career planners in order that they can review the budget document competently and assist their participants better in developing and understanding budgets.

Area of Concern #2: It was noted that there were several times that an invoice was provided for payment instead of a receipt. The invoice must show how it was paid and a zero-dollar amount proving payments. This could be a write up on a federal audit. Please be aware of this issue.

Update on Recommendations

Recommendation #1

The workforce board requests that Equus Workforce Solutions make a reduction in staff for the Youth Program. – **this has been completed**

Recommendation #2

The workforce board requires that Equus Workforce Solutions provide written justification and actions that have been or will be taken to make the quality assurance coordinator and business services representative accountable. – **both positions have resigned. Equus has also provided acceptable steps to be taken to ensure success for both positions. A business service representative has been hired. No plans are in place to hire another quality assurance position.**

Recommendation #3

Effective January 30, 2021, the workforce board will only fund short-term training for the remainder of the program year, which ends June 30, 2021. All individual training accounts (ITA's) signed before January 30 will be honored. This will increase the quality of enrollments and ensure we enter the next PY with a small caseload that we can manage. This could also improve outcomes—jobs customers obtain in the short term would count towards this year's performance. – **this has been implemented**

Recommendation #4

Additionally, the workforce board requires that a total file review be completed, and a written summary of actions taken be submitted. – **this is still underway and should be completed at the end of April 2021.**

PY20 Q2 Performance Outcomes

| Report Period Quarter End: 12/31/2020 | | Current Quarter | | 4 Quarters | |
|--|--------------|--------------------|-----------|--------------------|-----------|
| Adult Program | PY 2020 Goal | Actual Performance | % of Goal | Actual Performance | % of Goal |
| 1. Employment Rate (Q2) | 79.0% | 75.0% | 94.9% | 72.1% | 91.3% |
| 2. Employment Rate (Q4) | 79.0% | 28.6% | 36.2% | 65.7% | 83.2% |
| 3. Median Earnings | \$7,749 | \$ 7,692.00 | 99.3% | \$ 7,628.00 | 98.4% |
| 4. Credential Rate | 77.0% | 100.0% | 129.9% | 91.7% | 119.1% |
| 5. Measurable Skill Gains | 42.0% | 38.3% | 91.2% | 50.0% | 119.0% |
| Aggregate Score | | | 90.1% | | 98.0% |
| Dislocated Worker Program | PY 2020 Goal | Actual Performance | % of Goal | Actual Performance | % of Goal |
| 1. Employment Rate (Q2) | 89.0% | 90.9% | n/a | 81.0% | 91.0% |
| 2. Employment Rate (Q4) | 92.0% | 80.0% | 87.0% | 85.7% | 93.2% |
| 3. Median Earnings | \$8,590 | \$ 8,416.00 | n/a | \$ 8,343.00 | 97.1% |
| 4. Credential Rate | 66.0% | 75.0% | 113.6% | 72.7% | 110.2% |
| 5. Measurable Skill Gains | 55.0% | 22.2% | 40.4% | 38.5% | 70.0% |
| Aggregate Score | | | 100.3% | | 97.9% |
| Youth Program | PY 2020 Goal | Actual Performance | % of Goal | Actual Performance | % of Goal |
| 1. Employment, Education or Training Placement Rate (Q2) | 79.0% | 63.6% | 80.5% | 68.8% | 87.1% |
| 2. Employment, Education or Training Placement Rate (Q4) | 78.0% | 50.0% | 64.1% | 73.9% | 94.7% |
| 3. Median Earnings | \$3,550 | \$ 5,200.00 | 146.5% | \$ 3,649.00 | 102.8% |
| 4. Credential Rate | 55.0% | 100.0% | 181.8% | 54.5% | 99.1% |
| 5. Measurable Skill Gains | 50.0% | 17.6% | 35.2% | 41.2% | 82.4% |
| Aggregate Score | | | 118.2% | | 95.9% |

*Number in yellow are not acceptable.

** PY20 Q3 outcomes will be available in May

Enrollments & Exits

Total enrollments for the program year are at 107

70 Adult + Carry in 56 = 126 (115 Goal)

15 DW + Carry in 19 = 34 (105 Goal)

22 Youth + Carry In 43 = 65 (135 Goal)

March 2021

5 Adult

0 DW

3 Youth

Exited this program year total amount is 69

Adult 38

DW 10

Youth 25

(4 co-enrolled so when adding the numbers up you will get 73)

NEworks IFT

Working with Fiscal Agent and one Career Planner to work, set up budgets and add vouchers in NEworks.

After that, we will be able to add payments and run reports based on those budgets, payments and vouchers.

Greater Lincoln WIOA and One Stop Quality Assurance Review March 2021

Project: Greater Lincoln WIOA
Project Director: Amber Knapp
Regional Director: Cherisa Price-Wells
Review Dates: 3/8/21 -3/31/21

**Services that include Adult, DLW, Youth Services, One Stop Operator and Business Services*

EXECUTIVE SUMMARY

Program Administration conducted a review of the WIOA program on the first quarter of 2021. Dates that the review took place were from March 8th-31st. A 100% sampling of 122 files were selected using the Active Reports from until February 2021. This review was conducted to ensure the Career Center follows all federal, state, and local policies and procedures pertaining to the Workforce Innovation and Opportunity Act (WIOA) program. The areas where Program Administration focused the review on were eligibility, intake and assessment, IEP/Service Plan, sequence of service, support services, ECM /NE Works/ QuickBase data integrity, performance measures/exits, and special categories which included follow-up services.

QUALITY ASSURANCE CONCLUSIONS

Program Administration conclusions are identified as a “finding” or “observation”.

A “finding” is a conclusion of importance based on violations of contracted terms and conditions, federal state, and local laws, regulations, policies, and directives.

An “observation” is an item of objective data found during the monitoring review normally less severe in nature than a finding and usually does not require a response; however, Program Administration has the right to request a corrective action plan for observations when a negative trend is developing or continuing.

PRELIMINARY FINDINGS

- Projected findings relate to income calculation discrepancies in 25 files and lack of participant signatures for 2 WIOA applications. A meeting is scheduled with the Lincoln team and the Reviewer on 4-14-21 to review income calculations and scanned documents to ensure alignment.

PRELIMINARY OBSERVATIONS

There currently are eight projected observations or feedback and some could lead to possible deficiencies if not corrected.

- 37/122: 30% Files reviewed did not have a WIOA orientation case note

- There were some participants who are college graduates and are considered basic skills deficient based on assessment. They were then accepted into school for nursing and IT. This needs to be looked at more for accuracy.
- Customers nearing their end date who have been enrolled since 2018 need to be re-engaged or closed out. There were several customers who were going to soft close in a matter of days and have not had contact from their case manager.
- Customers nearing their end date who have been enrolled since 2018 IEP's need to be updated or closed out. *Since January to present, 45 case closures have been completed for all programs, several of these closures were a direct result of identified corrections in files reviews.*
- Ensure customer credentials and measurable skills gains have been entered. *As a result of this review, 15 measurable skills gain and 4 credentials have been entered with the potential of capturing additional performance for credentials, measurable skills gain and employment.*
- Most cases (83%) had recent case notes within the last 30 days
- All Dislocated worker Eligibility was verified to be in compliance.

SUGGESTED BEST PRACTICES

- Suggest Scanning documents in bunches i.e. all Intake Documents, or ITA Documents, Identity Documents, etc. Many documents are duplicates, many documents are incorrectly labeled.
 - Suggest using 2 case management systems (NE Works and QuickBase.) Documents should be uploaded to NE Works. This will make reviewing and case managing much easier.
 - Suggest peer review schedule if there is a lack of onsite quality assurance
 - Suggest position of Follow-Up Specialist to follow-up on closing cases out or securing credentials
-

12. Extension: Needs Related Payments*

Background: On April 17, 2020, due to current economic conditions, the Board has decided to incorporate Needs Related Payments (NRPs) into the Supportive Service options for the current WIOA Program Year only. This provision will expire on June 30, 2021.

Payments July 2020 - March 2021

| Month Paid | Program | Amount |
|---------------|---------|-------------|
| August 2020 | Adult | \$ 850.00 |
| January 2021 | Adult | \$ 850.00 |
| January 2021 | Adult | \$ 850.00 |
| February 2021 | Adult | \$ 809.38 |
| March 2021 | Adult | \$ 850.00 |
| March 2021 | Adult | \$ 850.00 |
| | | <hr/> |
| | | \$ 5,059.38 |
| | | <hr/> |
| January 2021 | DW | \$ 628.96 |
| February 2021 | OSY | \$ 850.00 |
| | | <hr/> |
| | | \$ 6,538.34 |
| | | <hr/> |



It is proposed that the Greater Lincoln Workforce Development Board extend the provision of Needs Related Payments and keep the supportive services limit at \$4,000.00 for Program Year 2021.

13. Dislocated Worker Transfer*

Background: In accordance with Section 133(b)(4) of the Workforce Innovation and Opportunity Act, the workforce board may transfer, if such transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under the Adult or Dislocated Worker programs, between such programs.

It is proposed that the workforce board transfer \$45,000.00 of Dislocated Worker funds to the Adult program funds.

| | Dislocated Worker | | | | | | |
|---|-------------------------------------|------------------|------------------|------------------|-------------------------|-------------------|---------------------|
| | Contract Period: FY 7/1/20- 6/30/21 | | | | | | |
| | YTD Actual | Projected Spend | Projected Spend | Projected Spend | YTD Actual + Proj Spend | Cont Budget | Surplus / (Deficit) |
| | 7/1/20-3/31/21 | 4/30/2021 | 5/31/2021 | 6/30/2021 | 7/1/20-6/30/21 | 7/1/20-3/31/21 | 7/1/20-3/31/21 |
| Personnel Expenses | | | | | | | |
| Salaries | 38,056.08 | 2,780.88 | 3,135.14 | 3,127.70 | 47,099.79 | 84,305.94 | 37,206.15 |
| Project Director Bonus | 401.13 | 122.96 | 122.96 | 122.96 | 770.01 | 1,608.50 | 838.49 |
| Payroll Taxes | 2,843.60 | 212.85 | 238.82 | 238.27 | 3,533.54 | 7,100.64 | 3,567.10 |
| Fringes and WorkComp | 3,761.74 | 448.92 | 461.74 | 461.48 | 5,133.88 | 16,897.32 | 11,763.44 |
| Total Personnel Expenses | 45,062.55 | 3,562.61 | 3,958.66 | 3,950.40 | 56,537.22 | 109,912.40 | 53,375.18 |
| Operating Expenses: | | | | | | | |
| Mileage & Travel | (0.23) | 26.88 | 26.88 | 26.88 | 80.40 | 918.15 | 837.76 |
| Buildings/Equipment M&R | 94.57 | 6.34 | 6.34 | 6.34 | 113.58 | 42.12 | (71.46) |
| Telephone Cell Phones | 778.27 | 71.91 | 71.91 | 71.91 | 994.00 | 1,333.11 | 339.11 |
| Network Communications | 174.67 | 32.55 | 32.55 | 32.55 | 272.31 | 344.24 | 71.93 |
| Postage | 13.45 | - | - | - | 13.45 | - | (13.45) |
| Office/Client Supplies | 673.72 | 48.02 | 38.78 | 28.56 | 789.08 | 1,787.55 | 998.47 |
| Rent/Other Rent | 360.03 | 46.71 | 46.71 | 46.71 | 500.15 | 389.72 | (110.43) |
| Equipment Rental | 428.45 | 66.00 | 66.00 | 66.00 | 626.45 | 840.00 | 213.55 |
| Advertising | - | - | - | - | - | - | - |
| Insurance | 332.18 | 24.42 | 33.42 | 33.88 | 423.90 | 713.23 | 289.33 |
| Payroll Services | 41.66 | 5.80 | 5.80 | 5.80 | 59.05 | 67.95 | 8.90 |
| Interpreter Services | 57.24 | - | - | - | 57.24 | 250.00 | 192.76 |
| Annual Audit | 19.06 | 30.00 | 30.00 | - | 79.06 | 135.00 | 55.94 |
| Application Hosting-Quickbase | 475.04 | 36.26 | 36.26 | 36.26 | 583.82 | 588.06 | 4.24 |
| Professional Development/Staff Train | - | 1,029.25 | - | - | 1,029.25 | 1,341.00 | 311.75 |
| Background test /drug screening | 11.65 | - | - | - | 11.65 | - | (11.65) |
| Bank charges | - | - | - | - | - | - | - |
| Consulting | 53.33 | - | - | - | 53.33 | 990.00 | 936.67 |
| Temporary Labor | 58.19 | - | - | - | 58.19 | - | (58.19) |
| Dues & Subscriptions | 37.33 | - | - | - | 37.33 | - | (37.33) |
| Reimbursable Equipment | - | - | - | - | - | - | - |
| Community Outreach | - | - | - | - | - | - | - |
| Subtotal Personnel & Operating | 48,671.16 | 4,989.73 | 4,353.29 | 4,305.27 | 62,319.45 | 119,652.53 | 57,333.08 |
| Indirect Cost - 10.33% | 5,027.75 | 515.44 | 449.69 | 444.73 | 6,437.62 | 12,360.11 | 5,922.51 |
| Total Operating expenses | 53,698.92 | 5,505.16 | 4,802.98 | 4,750.01 | 68,757.07 | 132,012.64 | 63,255.58 |
| Participant Expenses | | | | | | | |
| Try Out Employment | - | - | - | - | - | - | - |
| Markup on Try Out Employment - 5% | - | - | - | - | - | - | - |
| Work Experience | - | - | 3,000.00 | 3,000.00 | 6,000.00 | 8,000.00 | 2,000.00 |
| Markup on Work Experience - 5% | - | - | 150.00 | 150 | 300.00 | 400.00 | 100.00 |
| Instructional Training/Client Tuition | 13,756.39 | 3,000.00 | 5,660.50 | 3,000.00 | 25,416.89 | 72,000.00 | 46,583.11 |
| Instructional Training-Books | 1,524.75 | 1,000.00 | - | 700.00 | 3,224.75 | - | (3,224.75) |
| Customer Support service | 3,912.44 | 1,600.00 | 1,606.00 | 1,000.00 | 8,118.44 | 41,549.46 | 33,431.02 |
| On The Job Training | - | - | - | - | - | 63,000.00 | 63,000.00 |
| Total Participant Expenses | 19,193.58 | 5,600.00 | 10,416.50 | 7,850.00 | 43,060.08 | 184,949.46 | 141,889.38 |
| Total | 72,892.50 | 11,105.16 | 15,219.48 | 12,600.01 | 111,817.15 | 316,962.10 | 205,144.96 |
| Total WIOA GRANT COST | 72,892.50 | 11,105.16 | 15,219.48 | 12,600.01 | 111,817.15 | 316,962.10 | 205,144.96 |

| | Adult | | | | | | |
|--|-------------------------------------|------------------|------------------|------------------|---------------------|-------------------|--------------------|
| | Contract Period: FY 7/1/20- 6/30/21 | | | | | | |
| | YTD Actual | Projected Spen | Projected Spen | Projected Spen | D Actual + Proj Spe | Cont Budget | Surplus / |
| | 7/1/20-3/31/21 | 4/30/2021 | 5/31/2021 | 6/30/2021 | 7/1/20-6/30/21 | 7/1/20-3/31/21 | (Deficit) |
| | | | | | | | 7/1/20-3/31/21 |
| Personnel Expenses | | | | | | | |
| Salaries | 116,266.50 | 10,517.43 | 11,794.15 | 11,885.98 | 150,464.12 | 143,705.56 | (6,758.56) |
| Project Director Bonus | 989.77 | 491.83 | 491.83 | 491.83 | 2,465.26 | 4,718.26 | 2,253.00 |
| Payroll Taxes | 8,682.69 | 806.98 | 900.56 | 907.29 | 11,297.53 | 9,676.32 | (1,621.21) |
| Fringes and WorkComp | 11,472.55 | 724.05 | 770.26 | 773.59 | 13,740.45 | 21,014.20 | 7,273.75 |
| Total Personnel Expenses | 137,411.51 | 12,540.36 | 13,956.80 | 14,058.69 | 177,967.36 | 179,114.34 | 1,146.98 |
| Operating Expenses: | 76.72% | | | | 99.4% | | 0.64% |
| Mileage & Travel | 5.35 | 26.55 | 26.55 | 26.55 | 85.00 | 1,815.00 | 1,730.00 |
| Buildings/Equipment M&R | 300.54 | 11.81 | 11.81 | 11.81 | 335.96 | 123.55 | (212.41) |
| Telephone Cell Phones | 2,324.65 | 295.97 | 295.97 | 295.97 | 3,212.56 | 1,737.52 | (1,475.04) |
| Network Communications | 518.72 | 42.43 | 42.43 | 42.43 | 646.01 | 298.67 | (347.34) |
| Postage | 66.35 | - | - | - | 66.35 | 60.00 | (6.35) |
| Office/Client Supplies | 2,034.72 | 192.08 | 155.12 | 114.24 | 2,496.16 | 5,022.38 | 2,526.22 |
| Rent/Other Rent | 1,160.87 | 87.04 | 87.04 | 87.04 | 1,422.00 | 167.02 | (1,254.98) |
| Equipment Rental | 1,417.76 | 123.00 | 123.00 | 123.00 | 1,786.76 | 360.00 | (1,426.76) |
| Advertising | - | - | - | - | - | - | - |
| Insurance | 1,130.05 | 122.52 | 102.75 | 96.71 | 1,452.03 | 1,002.41 | (449.62) |
| Payroll Services | 118.64 | 6.65 | 6.65 | 6.65 | 138.58 | 114.34 | (24.24) |
| Interpreter Services | 642.00 | - | - | - | 642.00 | 250.00 | (392.00) |
| Annual Audit | 86.86 | 80.00 | 80.00 | - | 246.86 | 240.00 | (6.86) |
| Application Hosting-Quickbase | 1,394.70 | 76.57 | 76.57 | 76.57 | 1,624.42 | 609.77 | (1,014.65) |
| Professional Development/Staff Train | - | 1,598.50 | - | - | 1,598.50 | 1,980.00 | 381.50 |
| Background test /drug screening | 48.37 | - | - | - | 48.37 | - | (48.37) |
| Bank charges | - | - | - | - | - | - | - |
| Consulting | 351.19 | - | - | - | 351.19 | 799.20 | 448.01 |
| Temporary Labor | 58.19 | - | - | - | 58.19 | - | (58.19) |
| Dues & Subscriptions | 102.51 | - | - | - | 102.51 | - | (102.51) |
| Reimbursable Equipment | - | - | - | - | - | - | - |
| Community Outreach | - | - | - | - | - | - | - |
| Subtotal Personnel & Operatin | 149,172.98 | 15,203.48 | 14,964.69 | 14,939.66 | 194,280.81 | 193,694.20 | (586.61) |
| Indirect Cost - 10.33% | 15,409.57 | 1,570.52 | 1,545.85 | 1,543.27 | 20,069.21 | 20,008.61 | (60.60) |
| Total Operating expenses | 164,582.55 | 16,774.00 | 16,510.54 | 16,482.93 | 214,350.01 | 213,702.81 | (647.20) |
| Participant Expenses | | | | | | | |
| Try Out Employment | 19,648.32 | 2,700.00 | - | - | 22,348.32 | 33,779.40 | 11,431.08 |
| Markup on Try Out Employment - 5% | 982.42 | 135.00 | - | - | 1,117.42 | 1,832.00 | 714.58 |
| Work Experience | 5,407.58 | - | 2,800.00 | 3,400.00 | 11,607.58 | - | (11,607.58) |
| Markup on Work Experience - 5% | 270.39 | - | 140.00 | 170.00 | 580.39 | - | (580.39) |
| Instructional Training/Client Tuition | 109,266.03 | 22,409.00 | 34,562.50 | 25,938.00 | 192,175.53 | 159,228.00 | (32,947.53) |
| Instructional Training-Books | 6,805.96 | 7,293.00 | - | 4,460.00 | 18,558.96 | - | (18,558.96) |
| Customer Support service | 38,043.06 | 8,200.00 | 8,318.00 | 5,000.00 | 59,561.06 | 66,817.29 | 7,256.23 |
| On The Job Training | 4,830.00 | - | 2,500.00 | 2,500.00 | 9,830.00 | 10,000.00 | 170.00 |
| Total Participant Expenses | 185,253.76 | 40,737.00 | 48,320.50 | 41,468.00 | 315,779.26 | 271,656.69 | (44,122.57) |
| Total | 349,836.31 | 57,511.00 | 64,831.04 | 57,950.93 | 530,129.27 | 485,359.50 | (44,769.77) |
| Total WIDA GRANT COST | 349,836.31 | 57,511.00 | 64,831.04 | 57,950.93 | 530,129.27 | 485,359.50 | (44,769.77) |

14. MOU/Annual Funding Agreements*

Background: Our current MOU's will expire on June 30, 2021. The MOU's outline how services are delivered in our local area.

On February 22, 2021 all partners were asked if there were any edits that needed to be made to their current MOU's. On March 25, 2021, having received no edits, MOU's for July 1, 2021 - June 30, 2024 were sent to all partners for signature. Partners were asked to return MOU's by April 28, 2021, and if they could not make that deadline to let us know what could be anticipated. Here is the current status of the MOU's:

Executed

Community Action Partnership of Lancaster and Saunders Counties
National Able Network
Nebraska Commission for the Blind and Visually Impaired
Nebraska VR
Proteus
Ponca Tribe of Nebraska
Southeast Community College

Unsigned

Lincoln Housing Authority – May
Nebraska Department of Labor
Nebraska Department of Education/ Adult Education
Nebraska Department of Health & Human Services

The Annual Funding Agreements (AFA) are attachment B to the MOU which includes infrastructure costs and additional/career services costs. These combined costs make up the one-stop operating budget. The AFA is negotiated separately and executed on an annual basis.

One-Stop Operating Budget for Program Year 2021

A budget for Program Year 2021 has been created to reflect these costs.

Proposed Budget for July 1, 2021 through June 30, 2022**Lease cost for public common space-SCC Lease with City of Lincoln**

Lease rate of \$13.77/SF for 07-01-2021 through 06-30-2022 paid by City of Lincoln
Front desk, Resource Room and two conference rooms equal 1203.97 SF
Add Training/Meeting room in office suite at 255.04 SF
One cubicle space in office suite converted to assistive technology station at 104.2 SF

| | |
|---|--------------------|
| Total Public Space is 1563.21 SF | \$2,1525.00 |
| Interpretation | \$2,300.00 |
| Office Supplies | \$2,400.00 |
| Telecommunications for 3 employees | \$1,650.00 |
| Laptops/ desktops upkeep | \$6,600.00 |
| Replacement of Laptops/desktop | \$11,000.00 |
| SUBTOTAL | \$45,475.00 |

Career Services & System Costs

| | |
|--|--------------------|
| Resource Room Staff | \$43,000.00 |
| TWO FTE Navigator/Training Engagement Specialist | |
| SUBTOTAL | \$43,000.00 |
| TOTAL | \$88,475.00 |

This budget is funded by the workforce partners.

The workforce partner's proportionate share of funding has historically been calculated on customers served in the workforce development area (Lancaster and Saunders Counties) including services provided in the Lincoln American Job Center and all other service delivery access points.

All workforce partners, whether they are required partners or additional partners, must contribute to infrastructure costs of the one-stop centers based on proportionate use and relative benefits received.

The below memo was sent to all workforce partners:

memo

To: **Commissioner Albin**, NDOL; **Brad Pierce**, NDOL; **Lindy Foley**, Nebraska VR; **Tate Lauer**, NDE; **Carlos Servan**, NCBVI; **Joel Michaelis**, SCC; **Kristen Knobbe**, National Able; **Shannon Grotrian**, DHHS; **Vi See**, Community Action; **Susan Tatum**, LHA, & **Jennifer Lewis**, Proteus

From: Dylan Wren, Workforce Administrator

CC: **Margaret Blatchford**, City Attorney; **Tim Bornemeier**, Board Chair; **Shirley Carlson**, Compliance Coordinator; **Kate Bolz**, Policy Aide - Mayor's Office; **Jen Eloge**, Fiscal Agent; **Wendy Sieler**, Program Coordinator; **Jessica Bergmann**, Board Member; **Connie Daly**, Board Member; **Dr. Illich**, Board Member, **Josh Redfield**, Board Member, & **Stephanie Prichard-Slobotski**, Ponca Tribe

Date: April 13, 2021

Re: **Funding Agreements – Calculating Proportionate Use and Benefit**

Our current methodology for the annual funding agreement doesn't fairly calculate proportionate use and relative benefits received among partners.

This memo is intended provide an alternative to our current methodology.

Proposed Calculation for Proportionate Use and Benefit

To correct discrepancies with the current agreement for program year 2021, proportionate use and benefit may be based on:

(1) Customers served in the resource room

The number of customers served in the American Job Center resource room is reportable though the NEworks Virtual One Stop (VOS) Greeter. This is an automated check-in system designed to greet customers as they walk into the American Job Center. There are series of questions built into the VOS Greeter to connect customers to specific programs. See Attachment: *NEworks VOS Greeter by Visit Reason Report (4/9/2020 to 4/8/2021)* for draft calculations.



(2) Referrals sent from the American Job Center

The number of referrals sent from the center to partner programs is reportable though NEworks and other sources. Referrals may also be reported via the AJC website in the future. The One Stop Operator will be responsible for collecting and reporting out referrals. Partners should provide specific qualifiers to the One Stop Operator for facilitating quality referrals. We are unable to provide draft calculations for referrals as NEworks Referral reports are currently down.



(3) Service Delivery Method (additional charge – all partners must select an option)

The required one-stop partners must provide access to their programs in the comprehensive American Job Center. These partners must also make available

their program's applicable career services at the comprehensive American Job Center (TEGL 17-16).

These services can be delivered in one of three ways (TEGL 16-16):

Option 1. Having a program staff member physically present at the American Job Center. In this situation partners either have a sublease with the City of Lincoln or with Southeast Community College for space in the American Job Center and have a staff person present for most of the time.

The following partners would currently be eligible for this option if staff are readily available:

- Nebraska Department of Labor
 - Unemployment Insurance Benefits
 - Employment Services
 - Veterans Services
 - TRADE
 - Trade & Economic Transition
- City of Lincoln
 - Adult Program (provided by Equus)
 - Dislocated Worker Program (provided by Equus)
 - Youth Program (provided by Equus)
- Nebraska VR
- Nebraska Department of Health and Human Services
 - TANF Employment First (provided by Equus)
- Nebraska Department of Education
 - Adult Education (provided by Southeast Community College)
- Southeast Community College
 - Carl Perkins

Option 2. Having a staff member from a different partner program physically present at the American Job Center and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs. In this situation partners can either establish an agreement with a partner that is co-located to deliver services on their behalf, or the resource room navigator can provide services. In both situations staff must have adequate training and written operational guidance must be established with the One Stop Operator. For partners that choose to utilize the resource room navigators as their representative, \$110 a month will be incorporated into their annual funding agreement. This amount will be deducted straight from the career services budget before the cost sharing is calculated.

Option 3. Making available a direct linkage through technology to a program staff member who can provide meaningful information or services. Solely providing a phone number, Web site, information, pamphlets, or materials does not constitute a "direct linkage". Partners may consider keeping virtual office hours at the American Job Center or sublease dedicated space in the resource room for a kiosk or phone station with a direct line.

Reconciliation

The one-stop operating budget will be reconciled against actual costs incurred every six months. Partners will be invoiced for their proportionate use and benefit at these times.

Annually, the workforce board will approve a working one-stop budget and proportionate use and benefit calculations will be updated for each partner during this same time.

Establishing a Baseline for Proportionate use and Benefit

Each partner's proportionate use and benefit will be based on the number of referrals sent from the American Job Center and customers served in the American Job Center resource room for a 12-month period. Additionally, based on the partners choice for their service delivery model there will be other expenses which will vary based on their choice and may or may not be included in the annual funding agreement.

Example Cost Sharing

See attachment: *Attachment B Draft 4-8-2021* to examine how costs may be calculated and distributed among partners. Note the referral numbers are not correct. This spreadsheet is for the purpose of understanding how cost might be dispersed. This is not intended to estimate on how much each partner will contribute as there are still numbers that need to be imputed into this calculation.

Next Steps

April 23, 2021 - All partners are encouraged to attend the partner's meeting on April 23, 2021 at 10:00 via Zoom to discuss the annual funding agreement. A calendar invite has been sent to you. If you are not able to attend or send a representative, please submit comments in writing at least 2 days prior to the meeting so that they may be considered during the meeting.

April 29, 2021 – The workforce board is scheduled to review and approve the one stop operating budget for PY21 (July 1, 2021 – to June 30, 2022). When the American Job Center is relocated the budget will be revised.

Additionally, the workforce board intends to have reached a consensus on the methodology to fund infrastructure and career services & system cost.

May 13, 2021 – Release board-approved annual funding agreements to partners and collect signatures.

June 3, 2021 – If unable to establish a consensus, the Administrative Entity will notify Nebraska Department of Labor of impasse and request technical assistance¹.

July 1, 2021 – Memorandums of understanding and annual funding agreements will be fully executed.



It is proposed that the Greater Lincoln Workforce Development Board approve the above budget, methodology, and reconciliation schedule for program year 2021 annual funding agreements.

¹ NDOL Policy: Memorandums of Understanding and Funding Agreements, Change 1

17. Upcoming Meetings & Events

| Date | Meeting | Location |
|----------------------------------|--|--|
| May 21, 2021 at 8:30 | Executive Committee | City/County Building, City Council Chambers, 555 South 10th St, Lincoln, NE, 68508 |
| June 10, 2021 at 3:30 | <i>Workshop:</i> Economic Development with Kate Bolz | Zoom |
| July 1, 2021 | PY21 Service Provider Contracts Start | |
| July 15, 2021 at 9:00 | Compliance & Accountability Committee | Zoom |
| July 15, 2021 at 10:30 | Strategic Initiatives Committee | Zoom |
| July 29, 2021 at 8:30 | Board – PY21Q1 | Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 |
| August 1, 2021 | Move into new American Job Center | |
| September 16, 2021 at 3:00 | <i>Workshop:</i> Role of the Workforce Board | Zoom |
| October 14, 2021 at 9:00 | Compliance & Accountability Committee | Zoom |
| October 14, 2021 at 10:30 | Strategic Initiatives Committee | Zoom |
| October 28, 2021 at 10:30 | Board – PY21Q2 | Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 |
| December 16, 2021 at 3:00 | <i>Workshop:</i> Customized Training | Zoom |
| January 13, 2022 at 9:00 | Compliance & Accountability Committee | Zoom |
| January 13, 2022 at 10:30 | Strategic Initiatives Committee | Zoom |
| January 27, 2022 at 8:30 | Board – PY21Q3 | Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 |
| March 10, 2022 at 3:00 | <i>Workshop:</i> Individualized Career Services | Zoom |
| April 14, 2022 at 9:00 | Compliance & Accountability Committee | Zoom |
| April 14, 2022 at 10:30 | Strategic Initiatives Committee | Zoom |
| April 28, 2022 at 8:30 | Board – PY21Q4 | Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 |